

Year 7-12 Formal Assessment Procedures Guide – Caroline Chisholm College

Refer to the Assessment Handbook or the College Website for a detailed copy of the Assessment Policy.

Year Group	Problem and Consequence	Process & Documentation to avoid consequence	Documentation submitted to:
Years 7-8	Late/Non-Completion of Task (Due to illness/misadventure/no valid reason) <i>One day late = (-20% of total mark)</i> <i>Two days late = (-40% of total mark)</i> <i>More than two days late = ZERO MARK</i>	Parental Note + Assessment Task on the day you return to school.	Subject Teacher
	Request for Extension of Due Date <i>Parental note requesting extension not submitted 7 days prior to the due date (unless a significant issue arises)</i> = ZERO MARK	Parental Note	
Years 9-12	Late or non-submission/completion of a task or exam (Due to illness/misadventure/no valid reason) <i>Return to school with no Assessment Form, documentation & no task</i> = ZERO MARK <i>('N' Warning Letter will be issued)</i>	For hand-in/in-class tasks: Phone message for relevant teacher & KLA Leader on due date For exam blocks: Phone message for relevant Year Leader on day of the exam For tasks/exams: Year 9-12 Assessment Form + Documentation (e.g. Doctor's Certificate)+ Assessment Task on the day you return to school	KLA Leader or Subject Teacher for Tasks Year Leader for Examination Blocks
	Request for Extension of Due Date <i>Assessment Form requesting extension not submitted 7 days prior to the due date (unless a significant issue arises)</i> = ZERO MARK	Year 9-12 Assessment Form + Any relevant documentation (e.g. Doctor's Certificate)	KLA Leader
Years 7-12	Technological Failure <i>Claiming some type of computer/iPad/technological device failure resulted in you not completing task</i> = ZERO MARK <i>('N' Warning Letter will be issued for Year 9-12 students)</i>	Submit any draft copies of your work to the relevant Subject Teacher otherwise the ZERO MARK will apply	Drafts to KLA Leader or Subject Teacher
Years 7-12	Academic Misconduct <i>Evidence of plagiarism, cheating or any collusion in assessment situation</i> = ZERO MARK <i>(Academic Misconduct Letter issued for Year 7-8 students)</i> <i>('N' Warning Letter will be issued for Year 9-12 students. Recorded on malpractice register on BOSTES site for Year 12 students)</i>	Student will be required to have an interview with KLA Leader and Leader of Innovation & Learning	Produce evidence of draft work and research to KLA Leader and Leader of Innovation & Learning
Years 7-12	Application for Exemption from Attendance at School <i>Leave not approved by the Principal/Assessment not completed</i> = ZERO MARK <i>(Record made on Year 7-8 student files)</i> <i>('N' Warning Letter will be issued for Year 9-12 students)</i>	Exemption Form completed at least ONE month before the first date of leave	Request a form from the College Office Submit completed form to the College Office

Notification of Formal Assessment Tasks and Examinations at Caroline Chisholm College

All students are issued with an Assessment Handbook and Calendar at the start of the year via the College Website and Learning@CCC (Moodle). These documents are to be downloaded onto an electronic device for easy access.

All students will receive a Formal Assessment/Exam Notification Sheet at least TWO weeks before the due date of the task.

In-class formal assessment tasks or exams will be completed on the day you return or at the next available opportunity. The relevant KLA or Year Leader will make this decision.

IT IS THE RESPONSIBILITY OF EVERY LEARNER AT CAROLINE CHISHOLM COLLEGE TO COMPLETE ALL FORMAL ASSESSMENTS ON TIME, HONESTLY AND TO THE BEST OF THEIR ABILITY.